

## Minutes of Orienteering Ireland Executive Committee Meeting

Date & Location: 2030, 04-Apr-2024 – Online

### Attendance List

Appointment	Name	Present	Not Present
<i>Executive Chairperson</i>	Paul O'Sullivan-Hourihan	X	
<i>Vice-Chairperson</i>	John McCullough	X	
<i>Honorary Secretary</i>	Fergal Buckley	X	
<i>Honorary Treasurer</i>	Sarah Ní Ruairc	X	
<i>Education Officer</i>	Eoin Browne	X	
<i>Controller of Tech Standards</i>	Dermot O'Sullivan	X	
<i>Development Officer</i>	Andrew Cox	X	
<i>High Performance Officer</i>	Jens Waechter	X	
<i>Junior Affairs Officer</i>	Dave Masterson		X
<i>Mapping Registrar</i>	Stuart Scott	X	
<i>National Children's Officer</i>	Ciarán Donaghy	X	
<i>Operations Manager*</i>	Eric O'Brien	X	

*\*This person was also recorded the minutes for this meeting*

The Chairperson welcomed all who attended and receiving apologies from those who couldn't attend. All meeting members declared that they had no known conflicts of interests at this time.

### 1. Minutes of the Previous Meeting & AGM:

POSH – Discussed the previous minutes of the committee meeting held in Portlaoise on 09-Mar-2024 after the Club Conference. Action items from those minutes were:

#### a. Club Conference Action Points

- i. **Membership:** DOS has been talking with Kerry Orienteers to learn more about their model. After a varied discussion, POSH asked if the ExCom thought that OI needed a more structured membership. The ExCom agreed unanimously with this, but only if there was as small an administrative burden on clubs as possible. POSH asked that this be added to SDP2030.
- ii. **Fixtures:** FB reviewed the discussions at ClubCon about the lack of joined up fixtures and said that the rules around fixtures may need to be changed. The ExCom unanimously agreed that OI should set the dates for IOC and provincial championships from 2025.

**ACTION POINT: OI to set dates for IOC & Provincial C'ships in 2025.**

- iii. **IOC Format:** A lengthy discussion was held on the findings from ClubCon about the current 4-day format of IOC. Further thought needs to be given to running a separate Sprint C'ships to lighten the burden on organising clubs and to address the uneven distribution of C'ships using the current provincial rotation. This was agreed unanimously.

**ACTION POINT: OI to review the Provincial Rotation of IOC and explore alternatives for Irish Sprint C'ships in 2026.**

- iv. **ClubCon:** JMcC discussed the positive engagement of clubs at ClubCon as it provided an informal platform for clubs to discuss topics openly and to learn from each other. All agreed that this was a very beneficial event, for the and it should be a recurring fixture outside of the AGM.

b. **Sport Ireland Core Funding Suspension:**

POSH gave an overview of the governance Sub-Group's proposal for the new Board of Directors (BOD) to be proposed at the AGM. This BOD format will also be the format of the CLG BOD. The BOD will be the top level of governance and management for OI going forward. The BOD will be supported by additional executive officers in a committee (the title of which is to be decided).

The BOD will have **5 appointments** (Chairperson, Vice-Chairperson (& Company Secretary), Secretary, Treasurer and a Non-Executive Director (the titles of which are all to be confirmed before the AGM). This BOD will be mandated to ensure that there is at least 40% female representation to ensure that we meet with the requirements as laid down by the Government and to avail of the maximum Core Funding annually. All unanimously agreed to this new structure.

JMcC outlined the need for an Organisation Structure and Role Descriptions to be developed, with EOB having already given examples and guidance in this area from his previous experience. This will allow for easier continuation and streamlining of roles for current and new Directors/Officers. This was also agreed unanimously. Jens suggested that shadowing of certain appointments should be considered for continuation and all agreed that this was a positive move.

**ACTION POINT: OI to create an Organisational Structure and shadow positions.**

c. **Transition to Type B Organisation (AGM/EGM):**

This will motion will be included in the AGM Agenda.

**ACTION POINT: EOB to add EGM motion to AGM Agenda.**

d. **Rules Review**

DOS has one more guideline for review and will promulgate the revised Rules Booklet prior to the AGM. There was unanimous agreement on the current review of the rules done to date by DOS.

**ACTION POINT: DOS to promulgate the reviewed rules prior to AGM.**

- e. **OI Awards Update**  
The Mac Tíre panel have sat and a nomination has been selected. EOB is coordinating the return of prizes and getting the new Sprint trophies. POSH thanked the panel for their work on reviewing the nominations and maintaining the spirit of the award being driven by our members.
- f. **AGM Reports**  
POSH asked all officers to submit their reports in advance of the AGM and thanked everyone for their often unseen efforts throughout the past year.

## 2. Matters Arising

- a. **Transition to Type B:** JMcC acknowledged the large volume of work being conducted by the Governance Sub-Group, and that more work would need to be completed on the run up to, and after OI transitions to the Type B model.
- b. **Strategic Plan 2030:** POSH gave an overview of the review of our existing SDP that was carried out this week. A draft SDP2030 has been started by EOB and more work and engagement with stakeholders will commence after IOC. This will build on the findings of Moire O'Sullivan and ClubCon and was agreed unanimously. POSH thanked Moire for her work to date on this.  
**ACTION POINT: SDP2030 to be commenced after IOC by EOB.**
- c. **RDO Recruitment:** POSH updated the committee on the recent recruitment competition where no suitable person was identified to fill this role. The competition will recommence after IOC with the same panel being formed. All unanimously agreed to this action.  
**ACTION POINT: EOB to commence recruitment competition post-IOC.**

## 3. Recording of Decisions Made by Email

There was no decision made by email since the last meeting.

## 4. Officer Reports

- a. **Development Officer:** AC informed the ExCom of the upcoming Schools Championships in Emo, Co Laoise. EOB will attend this on behalf of OI. NIOA members will also take part in this years Championships. AC asked if OI needed to grant permission for them to attend. POSH noted that this decision should be made by ISOG, and OI have no reason to object. AC asked to be involved with the discussions around OI's development work with uniformed groups to align their training with ours after he steps down from the role at the AGM. POSH thanked AC for his invaluable work in developing our sport over the past years, this was seconded by all members present.

- b. **Mapping Officer:** SS will have recommendations for changes to the mapping rules for the AGM.
- c. **Children's Officer:** CD asked the ExCom to assist in finding a new Designated Liaison Person (DLP) for OI. He will reach out to clubs in the interim to try and find a replacement for Barbara Foley-Fisher. POSH thanked BFF for her large and unseen contribution to keeping our sport a safe place for children and young adults for many years.

## 5. Finance Update

SNíR referred to the attached report about our current finances. The audit has commenced with our new auditors with EOB providing support. SNíR wants a discussion about the future of our website and in particular the custom apps that are in use. This will be around the cost to maintain these apps (through hiring a developer) or using third party service providers in lieu to handle entries and results etc. Gavan Doherty should be a part of this discussion. All agreed that the website is an important tool for our sports and clubs, but that it should be cost/workload effective.

**ACTION POINT: Website apps discussion and review to be held.**

## 6. Governance

JMcC reminded the meeting of the topics discussed earlier around forming a new BOD, and the work required to meet Sport Ireland governance requirements. All agreed that we were moving along towards making the transition to Type B and would help where required in creating and implementing policies, structures etc.

## 7. AOB

- a. The ExCom gave their condolences for Brendan O'Brien & Pat Healy who recently lost their mothers. Sympathies were given for Marie O'Brien, and Sheila Healy and their families.
- b. EOB advised the ExCom that the Coaching Panel was ready for approval by the Governance Sub-Group and that this would lead to a formalisation of working arrangements for all involved.
- c. The IOF had recently contacted us to nominate a member to act as the Environmental Liaison. FB volunteered for this role in addition to his current roles, and this was seconded by JMcC. EOB will inform IOF of this decision.

## 8. End of Meeting:

POSH thanked everyone in the ExCom for their continued unseen work and participation at the Club conference today.

**Appendices to these Minutes are attached.**

## Appendix 1 – Reports

### Treasurer's Report Orienteering Ireland Committee Meeting 04 April 2024

#### 1. 2023 Financial Statements

A full set of audited financial statements will need to be presented at the Orienteering Ireland (OI) AGM on 5<sup>th</sup> May. OI has engaged Grogan's Chartered Accountants, Galway to carry out the audit. All necessary documentation has been shared with Grogan's and we have provided them with remote access to Xero. I'm hopeful that we will be able to circulate a full set of financial statements and the Treasurer's Report to the clubs in advance of the AGM.

My preliminary estimates indicate a surplus of approximately €53,000 for 2023 but that is subject to verification from the auditors.

#### 2. 2024 Grant Allocations

Details of our grant allocations for 2024, spread across the various spending streams are set out below.

Funding Stream	Allocation (€)	Received to Date (€)	Outstanding (€)
Core Grant	85,000	0	85,000
DAF – Volunteer Supports	6,600	5,400	1,200
DAF – Equality, Diversity & Inclusion	43,000	38,700	4,300
DAF – Her Moves	5,000	4,500	500
Women In Sport	15,540	0	15,540
<b>Total</b>	<b>155,140</b>	<b>48,600</b>	<b>106,540</b>

The closing date for submission of the Core and Women In Sport Grants has only recently passed, but I anticipate that the funds will be received later this month. However, we have sufficient reserves to continue to operate until those funds are received.

In 2023 we applied for Sports Capital Grant Funding from the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media (DTCAGSM) but we have yet to receive details of any grant allocation.

#### 3. 2024 Budget

The Budget for 2024 was prepared earlier this year and circulated, but I have reproduced it below for information. Spending to mid-March has been included below. As it is early in the financial year, spending is still low, however I would ask each of the relevant Officers to take note of the budget in their areas and consider how they propose to spend it in 2024. I am aware that some Officers have already done so.

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	2024 Budget (€)	2024 to Date (€)
<b>Income</b>		
Core Grant	85,000	
Event Reg	5,000	
Affiliation	3,600	3,590
Mapping & Map Reg	83,000	
Juniors	2,000	
Orienteering Education	13,200	1,754
Other	53,800	
Women in Sport	15,540	
Development Income	13,200	12,135
DAF (Grant & Other)	54,600	48,600
<b>Total</b>	<b>328,940</b>	<b>66,079</b>
<b>Expenditure</b>		
Admin	64,855	10,523
HP	15,555	841
Juniors	24,650	7,607
Comms	3,000	239
Orienteering Education	10,200	4,885
Events & Awards	2,500	376
Mapping	59,000	798
Equipment <sup>1</sup>	27,000	
Development	18,000	5,093
Tech Standards	500	
Women in Sport	20,375	3,650
Event Refunds	1,800	595
Restart Sport	17,000	4955
DAF Funded Programmes	64,505	6,782
<b>Total</b>	<b>328,940</b>	<b>46,344</b>
<b>Surplus</b>	<b>0</b>	<b>19,736</b>

#### 4. Bank Account and Credit Card

As part of OI's transition to the CLG model, we will need to open a new bank account. We have also considering opening other accounts for specific purposes, but our main account would be a current account. There may be some disruption associated with this, but I'll do my best to try to minimise that. This process will commence after the AGM. In addition, following approval by OI's Governance sub-committee, I recently applied for an increase to our credit card limit. The limit on the credit card is now €3,500. This was necessary due to our increased levels of activity.

## **5. Software Changes**

We currently use software provided by various software providers such as Xero, Google and Microsoft, and pay monthly subscriptions for these. As we are now registered with the CRO as a not-for-profit (NFP) organisation, we can apply to some of our software provided for discounted/free subscriptions. This will save about €2,000 per annum. So far, we have been successful in receiving approval for NFP status from Microsoft and Xero, resulting in the free use of Microsoft products and a discount on Xero. Many thanks to Eric for his assistance with this.

## **6. Website Updates**

Since 2020, we have been paying a developer (Adrian-Emil Tudorache) to do some work on our website. He was initially brought on board to assist with online entries, fixtures and other elements of our website. Adrian's estimate for his services in 2024 is €33,600 (480 hours @ €70/hour). This represents a substantial proportion of OI's income and is nearly equivalent to the cost of engaging two RDOs for one year. However, I am aware of the importance of maintaining a high-quality website that is easy to use and always up-to-date. The question to consider is whether this can be achieved via other means, such as engaging third parties to provide services that match the functionality of the apps, for example using Fabian4 for event entries instead of the current system.

Sarah Ní Ruairc

2<sup>nd</sup> April, 2024

## Director of Technical Standards, April 2024

We've already approved Changes #6 and #11. Change #10 is to add another class to the IOC relay - we had this class at IOC23. The rest of the changes are filling gaps. Dermot

### Changes to the Orienteering Ireland Competition Rules, Guidelines and Appendices, Version 20\_3 July 2022

#### Change #1

FORMS: The Complaint/Protest Form was added to the Event Organisers page on the website. All of the forms are moved to this area, and are listed with the hyperlinks in the Rules document.

#### Change #2

Added a section at the end that records the changes we make with each revision of the rules.

#### Change #3 (text was missing)

##### RULE 6 – Terrain

The terrain must be chosen so that it can offer fair competition to all competitors. To safeguard the character of the sport, the terrain should be runnable and suitable for testing the orienteering skills of the competitors and should suit the different categories of competition.

#### Change #4 (text was missing)

##### R10.4 - OOB & Compulsory Routes

Out of Bounds rules are given in section R1.3.3 RESPECT FOR PROPERTY AND THE PUBLIC.

#### Change #5 (text was missing)

##### Guideline 5 - Colour Coded Events

	Technical difficulty	Physical Difficulty	Time for mostIndicative competitors	course lengths
Course	(1 – 5)	(1 – 5)	(mins)	(k)
White	1	1	15-35	1.0-2.0
Yellow	2	2	20-45	1.5-2.5
Orange	3	3	25-55	2.5-3.5
Red	2	4	40-70	5.0-7.5
Light Green	4	4	35-65	3.5-4.5
Green	5	5	45-80	4.5-5.5
Blue	5	5	55-90	5.5-7.5



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Brown	5	5	65-105	7.5-10.0
Black	5	5	75-120	10.0

## Change #6

### Guideline 6 - Night Events

The rules of orienteering apply to night events in the same way as they do to events held in daylight: e.g. TD2 means all controls on paths or very obvious line features. However, the conditions of darkness and reduced visibility need to be taken into account in the planning and organising, to ensure that they provide safe, fair and enjoyable competition.

Juniors aged under 16 on the day of the competition are not permitted to compete on courses unless the risks to juniors have been addressed specifically. Depending on the location, this may mean not allowing juniors below a certain age, not allowing entry on the day, requiring that juniors below a certain age be shadowed by an adult or requiring proof of orienteering competence.

## Change #7 (text was missing)

### Guideline 7 - String Events

The string course is a short orienteering course suitable for young children, which is marked by a continuous string or tape. The child need only follow the string around to find all the controls. There should be no risk of confusion or of getting lost.

## Change #9 ((text was missing)

### Guidelines 8 - Event Safety

Orienteering by its nature is an adventure sport that involves running at speed over rough or broken terrain. The hazards will vary from event to event, depending on the terrain and the competence of the participants. Event organisers and planners will select terrains and design courses to match the abilities of the participants. Safety is managed by the organisers using the OI risk assessment tool. This is a structured way to identify hazards, assess potential consequences and to put appropriate safeguards in place to address them. The identified hazards should be communicated to the participants before they compete.

## Change #10

On page 20 under R2.5 Irish Relay Championships, R2.5.1 added Handicap 24

## Change #11

Transgender policy added as an appendix.

Dermot O'Sullivan

## Operations Report – 04 April 2024

### OI Activities

Ready to Go:	Delivered:	Donegal, Cork x2, Wicklow, Tipperary (ParkO)
	Confirmed:	Dublin Open
	Planning Stages:	Kerry, Q3/4 2024
Mapping:	Delivered:	Mayo
	Planning Stages:	Multiple LSP contacts
Dev Activities:	Delivered:	CATI – Setanta, WIS Week (3 Club led events) TY Programme ongoing in 2 schools (DUB, WH)
	Planned:	CATI – GEN, PE Expo, WOW Events, Sport Ireland Development Conference
Sport Ireland:	Core Funding Announcement – OI are bottom of the table for 40% governance compliance	
Training & Courses:	Planner	- Completed
	PurplePen	- Monthly
	CID Course	- Déirdre attending
Other:	Regional Schools Dev Projects	- Dublin
	Policy Development	
	IOC2024 Prep Ongoing	
	LSP Round-Up Ongoing	
	Vetting Officer role to be devolved to Ops Team (Planned HOTO this month)	
	Not For Profit Grants secured – Google, Microsoft, Xero, EventBrite	

### Internal Development Projects

This is a short synopsis of what the projects are, and the current goals. Full details can be provided on request.

#### **Project Vellum**

*To revise the OI qualifications frameworks, while creating a fit-for-purpose awards system.*

#### **Current Goals:**

Review and establish orienteering skills levels – Completed

Create a standard syllabus for the current Level 1 Instructor Award - Completed

Create an Instructor/Coaching Framework.

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Create a skills framework with a fit for purpose awards system.

## **Project Dread**

*To create an easy-to-use central repository for OI resources*

### **Current Goals:**

Master Repository for CLG Policies & Documents - Created  
Creation of centralised library for resources ongoing  
Map Register & Rules Review on hold

## **Project Long Reach**

*To create a small library of informative leaflets and press releases which can be given by clubs to potential members and the local press, to increase knowledge of our sport.*

### **Current Goals:**

Announce standard press releases for clubs to use in local media to clubs. Q3 2024

## **Project Phoenix**

*To redesign and reconfigure our website to make it more appealing to users and to act as a resource bank which enquiries can be directed to.*

### **Current Goals:**

Layouts and Technical improvements are complete. Training scheduled.

## **Project Scaffold**

*To create a resource library for event organisers to use before, during and after an event, while also creating a fit-for-purpose resource bank for all things O.*

### **Current Goals:**

Review Risk Assessment Signature Requirements.  
Insurance Pamphlet Development & Travel Insurance Assessment.  
Reformatting of O Rules into a new single document - Completed

## **Planned Events**

Ops Huddle (Remote):	Next Week (IOC & Summer focus)
SDP 2024 Review:	This week
PE Expo:	02-May-2024
IOC Dev Stands:	03-May-2024 (Maze KE)

**Eric O'Brien,  
Operations Manager**